

**L****Littleton Elementary School District
Position Description**

TITLE: General Maintenance Worker

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform skilled and semi-skilled labor in the maintenance of District facilities, including grounds keeping, plumbing, mechanical, painting, masonry and basic electrical and wiring work.

PRINCIPAL DUTIES: (essential functions)

- Performs a variety of skilled and semi-skilled facilities maintenance tasks, including grounds keeping, plumbing, mechanical, painting, masonry and basic electrical and wiring work; operates hand and power tools.
- Works on assigned projects, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills.
- Follows basic work orders; identifies material and equipment needs for each assigned project, and organizes supplies and equipment.
- Maintains grounds, lawns and landscaped areas at District buildings; including playgrounds and sports fields; operates specialized equipment in accordance with all safety regulations and procedures.
- Performs repairs, preventive maintenance and component replacement on plumbing, electrical, security, and mechanical systems; repairs building interior and external components as directed.
- Works with Skilled Maintenance Workers on major repair projects as assigned.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; notifies supervisors of repair problems beyond the scope of authority.
- Maintains records and logs of services performed and time and material costs, and prepares written reports as required.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of tools and equipment used in building and grounds maintenance.
Knowledge of Federal and state safety rules and regulations.
Knowledge of occupational hazards and safety precautions.

Skill in working independently to complete daily activities according to work schedule.
Skill in operating and maintaining tools and equipment in a safe and effective manner.
Skill in maintaining accurate repair and maintenance records.
Skill in following and maintaining safety standards.
Skill in interpreting and applying verbal and written instructions and procedures.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Heavy physical demands; work is performed indoors and in outdoors environments; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy (70) pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND two (2) year's basic building maintenance work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License is required.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____